

# TENANT IMPROVEMENTS



BUILDING & SAFETY DIVISION  
201 E. LA HABRA BLVD.  
LA HABRA, CA 90631  
562-905-9710

Call Before You Dig  
1-800-227-2600



## **PURPOSE**

This user guide describes the City of La Habra minimum requirements for submittal of plans for all non-residential buildings. Preliminary review by the Planning Division is recommended prior to submitting plans to the Building Division. The following items must be included in the submittal documents before the plans can be accepted for plan check by the Building Division.

### **I. FEES AND PLAN REVIEW**

Charges for plan review fees shall be paid at the time of submittal. Fees are based on the valuation of the work. Traffic, Engineering and N.P.D.E.S. plan check fees may also apply.

Permit fees and other required fees are collected at the time of permit issuance.

Separate permits, permit fees, and plan check fees are required for electrical, mechanical, plumbing, fire control and sprinkler systems, grading, and site improvements.

### **II. ADDITIONAL APPROVALS**

Other agencies who will review and for which approval and clearances are required as part of the plan check process include:

1. Planning Division. For more information call 562-905-9724.
2. Engineering Department. For more information call 562-905-9720.
3. Fire Department approval is required for all new structures and additions or when altering existing fire protection systems. Some minor projects may be exempt from Fire Department plan review. For more information call 323-890-4125.
4. Traffic Department. For more information call 562-905-9720.
5. N.P.D.E.S. For more information call 562-905-9720
6. Health Department approval is required for food-related facilities, underground storage tanks and public pools and spas. For further information contact Orange County Health Care Agency at 714-433-6000.
7. Clearance from Fullerton Unified School District is required for new buildings.
8. All non-residential projects involving demolition work must have a completed AQMD form submitted to the Building & Safety Division. Depending on the answers to the questions, proof of clearance from South Coast Air Quality Management District (909-396-2000) may be required. A construction/demolition recycling plan must be submitted to Building & Safety Division.
9. FLOOD HAZARD: Projects located within the Flood Hazard area are subject to additional requirements contained in the City of La Habra "Floodplain Management Regulations" (LHMC Section 15.64).
10. Projects located within two kilometers of the Whittier-Elsinore Fault will require a geologic investigation by a licensed geologist to demonstrate that proposed building or improvements will not be constructed across an active fault.

### **III. ARCHITECT'S OR ENGINEER'S STAMP**

All sheets of drawings and cover page of structural calculations **must be wet signed and stamped by an architect or engineer licensed by the State of California**. The stamp shall have the registration number and date of expiration or renewal.

#### IV. DRAWING REQUIREMENTS

**Six** identical structural/architectural sets of plans must be submitted for plan check (refer to the checklist below for the required plans for tenant improvements). Plans must be clear, legible and drawn to scale. Two sets of structural calculations, energy calculations and specifications shall be supplied at the time plans are submitted. **NOTE: ELECTRONIC COPY IN TIFF FORMAT TO BE SUBMITTED AT COMPLETION OF APPROVED PLANS.**

The following information must be supplied on the required drawings.

##### 1. PROJECT DATA

- a. Name, address and telephone number of the owner/applicant.
- b. Name, address and telephone number of the designer, architect and engineer.
- c. Project name and address, legal description and assessor's parcel number.
- d. A list of all the drawings (sheet index and site plan **fully dimensioned**).
- e. Intended use of the building and occupancy group(s).
- f. Type of building construction (include note if **sprinklered/non-sprinklered**).
- g. Area of the construction (building area analysis).
- h. Governing code editions (2010 CBC, CMC, CBGSC, CPC, CEC) and the 2010 California Energy Code.
- i. Zoning type and parking requirement summary.
- j. Brief description of the project scope of work (be specific).
- k. Any other pertinent information.

##### 2. PLOT PLAN/SITE PLAN

This shows a general layout of the lot. It must show:

- a. Boundaries and dimensions of property including interior lot lines, and the names and widths of bordering streets.
- b. Location and dimensions of existing and proposed buildings, structures, parking, and landscaping area; identification of the use of all existing and proposed structures, including the number of stories.
- c. Distance from the street property lines to the nearest building or structure, the distance from the property line to the curb, and the distance from property line to the center line of the street.
- d. Identify easements, setbacks, existing and proposed curbs, sidewalks, existing survey, hubs, pipes or other permanently installed property line identification, and existing and proposed finish grades.
- e. All architectural projections including stairs and balconies.
- f. Location of all utility lines and meters.
- g. Disabled access parking stalls, ramps and path of travel – very clearly show on plans the path of travel.
- h. Parking layout and number of spaces required and spaces provided.

##### 3. FOUNDATION PLAN (for new buildings and additions)

Provide dimensions and details of foundation including continuous footings, grade beams and pier footings; show footing dimensions, thickness of concrete slabs, depth of sand or gravel provided beneath the slab, and reinforcing steel and concrete-encased electrodes (UFER ground).

##### 4. FRAMING PLANS

- a. Show the material size and location of headers, beams, girders, floor joists and/or trusses. Show reinforcing steel for pre-stressed and conventionally reinforced concrete members.
- b. Show dimensions. Clarify the direction and span length of all members.
- c. Show locations, size and type of posts or columns.
- d. Show height and bracing details for all free standing partitions.
- e. All details necessary to demonstrate adequacy of anchorage and connections which form part of the continuous load path.

## 5. FLOOR PLANS

Floor plans must show the following: (Note – Some information may more easily be shown in schedules.)

- a. Exterior and interior dimensions.
- b. Use of all rooms.
- c. Size and type of all windows and doors.
- d. Plumbing fixtures and gas fixture locations; water heater and electrical equipment locations.
- e. Door hardware, threshold details and strike side clearances for all interior and exterior doors.
- f. Disabled accessibility clearances at sanitary facilities and fixtures (please provide enlarged restroom plan).
- g. Location of heating and air conditioning facilities.
- h. All interior finishes.
- i. Number of seats (for restaurant or other use where parking is based on seating).
- j. Location and length of all required shear wall panels or other methods of developing required lateral bracing.
- k. Shear wall schedules where required lateral bracing is developed through shear wall panels.

## 6. CROSS SECTIONS

Show the following:

- a. Interior and exterior finishes.
- b. Size, spacing and type of materials used.
- c. Insulation type and location.
- d. Cross reference for connection details.
- e. Rooftop equipment, vents, and exhausts and parapets and/or equipment screens to ensure equipment will not be visible from ground level.

## 7. ELEVATIONS

This is a drawing or view of each new exterior wall.

Show the following:

- a. Doors, windows and other openings.
- b. Exterior finishes and colors.
- c. Wall bracing, shear panel locations, or other means of developing required lateral bracing.
- d. New and existing grades; height of structure and projections above grade.
- e. Dimensions of eave projections.

## 8. ROOF PLANS DETAILS

Show the following:

- a. Roof pitch and provisions for drainage.

- b. Direction and span of rafters, trusses, beams and headers.
- c. Any special framing at roof area.
- d. Complete roofing specifications.
- e. Roofing materials and fire resistive classification.
- f. Location of all roof mounted equipment, vents and exhausts.

9. ELECTRICAL PLANS

- a. Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
- b. Show panel ampacity rating, AIC ratings, voltage; main lugs only or with main protection; and panel locations.
- c. Show total load and per phase load in watts and amperes.

9A. SINGLE LINE DIAGRAM

- a. Show conduit and wires sizes.
- b. Specify type of conductors and insulation.
- c. Show service voltage, amperage, and short circuit current available from utility.
- d. Show service grounding method, ground wire size and cold water and gas bond.
- e. Show size of fuses and/or circuit breakers and ampere interrupting capacities (AIC) of equipment.
- f. Show justification for equipment AIC rating by specifying fuse by manufacturer number or circuit length and/or short circuit calculation.
- g. Show main service arrangement with details on working space, access and connection to utility transformer.

9B LIGHTING PLAN

Show outdoor lighting plan. Outdoor lighting must comply with the City's Security Ordinance. No lighting shall be installed which would produce light, glare or have a negative impact on adjacent properties.

Manufacturer details of all exterior lighting fixtures shall be included for specific approval. Fixtures should be architecturally compatible with building. Wall mounted fixtures that do not direct light rays to the ground are discouraged. Light standard bases for ground mounted fixtures including parking lot lights, should be finished compatible with the building finish. Photometric graphs may be required for review of exterior lighting.

For interior lighting, show layout of lighting fixtures, wiring and switching. Identify luminary type and wattage with **supporting Title 24 energy compliance documentation.**

10. **MECHANICAL AND PLUMBING PLANS**

- a. Show type and location of each plumbing fixture.
- b. Show size, type and location of each air conditioning or heating unit.
- c. Show size, type and location of all rough plumbing lines.
- d. Hood plans and grease interceptors must be submitted for restaurants.
- e. Show compliance with a component package or submit Title 24 energy calculations.
- f. Complete single line drawings showing positions, materials, sizes, and lengths of drain, waste, vent, sewage, gas, water lines, and HVAC duct work.
- g. Isometric drawings required for installations of two or more stories (HVAC duct work excepted).
- h. Show waste and water fixture unit loadings; for gas lines, give BTU/hr. demands; for duct work give cfm values and outside air quantity.
- i. Show roof equipment, exhausts and vents (see roof plan).

11. PRECISE GRADING PLANS (if applicable)

12. LANDSCAPE PLANS (if applicable)

Please refer to the City's landscape and irrigation guidelines for landscaping and irrigation submittal requirements.

## **V. IF THE PLANS NEED CORRECTIONS**

When plans are submitted for plan check, they are reviewed to ensure that they demonstrate intended compliance with local and state laws. Correction sheets will be given to you if your project requires corrections. When you have made the changes, **please bring the original plans, correction sheets, corrected plans and marked documents** when you return to the Building Division for re-check.

## **SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENTS (T.I.)**

The following items are the City of La Habra minimum requirements for submittal of plans for tenant improvements on permit applications, fees, additional approvals and architect's or engineers stamp, refer to "Submittal Requirements for Commercial Buildings". The following information must be included before plans can be accepted for plan check by the Building Division:

### **VI. Six sets of structural/architectural plans will be required.**

- a. Planning Division review required of all submittals.
  - b. Building Division review required of all submittals.
  - c. Engineering/Traffic Department review required for all submittals.
  - d. Public Works/N.P.D.E.S. Department review for site improvements.
  - e. Los Angeles County Fire Department (LACFD) review required of all tenant improvement projects except for some minor projects. All alterations to the fire protection system shall also be submitted for Fire Department review. Please call the LACFD for **fire sprinkler requirements** at 323-890-412.
1. Provide a site plan for reference to locate alterations within existing buildings. Show all the parking striping and indicate how compliance is made with the State Building Code. Accessible regulations for path of travel, building access, and parking requirements.
  2. Fully dimensioned floor plans – indicate use of each room, exit door and sizes, width of corridors, etc. Label all existing construction as "existing" and all proposed construction as "new or proposed" and identify existing walls to be removed, existing walls to remain and new walls. In the case of restaurants, or other uses where parking is based upon seating, please identify the occupant load based on area and/or the number and layout of fixed seating.
  3. Show a typical section framing detail of partition walls and demising walls to show height of partition and suspended ceiling and distance from ceiling to structure above. Framing details of partition wall shall be in compliance with CBC 2010.
  4. Provide a reflected ceiling plan and ceiling hanger and bracing details conforming to city standards (CBC 2010).
  5. Electrical plans to include:
    - a. Load panel schedule showing new and existing loads.
    - b. Single line diagram and lighting layout showing required supporting for hung fixtures and location of switches.
  6. Mechanical plans to include:

Section details identifying roof mounted equipment and parapets and/or equipment screens to ensure such equipment would not be visible from view.

7. Plumbing plans to include:
  - a. Isometric drawing showing size, materials and length of drain, waste, vent, sewer, gas and water lines that are effected by alteration.
  - b. Show waste and water fixture unit loadings.
8. Energy efficiency calculations are required when there are changes to lighting systems, space conditioning systems, water heating systems, or the building envelope.
9. Accessibility to the tenant space, primary path of travel, sanitary facilities, drinking fountains, and public telephones shall be upgraded to conform to the **State Architectural Accessibility Regulations**.

## **VII. N.P.D.E.S.**

All construction project proponents are responsible for implementing BMP's (Best Management Practices) to assure compliance with the Water Quality Ordinance and, where applicable, the Grading Ordinance. A **construction project** for purposes of these requirements is any site for which building or grading permits are issued and where an activity results in the disturbance of soil such as soil movement, grading, excavation, clearing, road construction, structure construction, or structure demolition; and sites where uncovered storage (stockpiling) of materials and wastes such as dirt, sand or fertilizer occurs; or exterior mixing of cementaceous products such as concrete, mortar or stucco will occur.

In general, construction activities require the implementation of a combination of BMP's to control erosion and sediment transport, and pollutants from materials and waste management storage and activities.

### **NON-STORMWATER DISCHARGES FROM A CONSTRUCTION SITE TO THE MUNICIPAL STORM DRAIN SYSTEM OR RECEIVING WATERS ARE PROHIBITED.**

Existing businesses are also subject to certain requirements in order to prevent non-stormwater discharges. Please contact the city NPDES Coordinator (562-905-9720) for further information.

## **VIII. PERMIT APPLICATION**

Once plans are approved, all projects must have a permit application. California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work. The owner, licensed contractor or their authorized agent can fill out the application. The following describes each section of the Permit Application form.

**Project Information:** The address, legal description, assessor's parcel number, existing and proposed use of the building or property, size, number of stories and a brief description of work must be supplied (Please be specific).

**Applicant:** This is the name of the person presenting the application to the department.

**Property Owner:** The name, address, and phone number of the property owner must be printed on the form.

**Contractor:** If the permit is being issued to a licensed contractor, the name, address, and phone number of the contractor must also appear on the permit.

**Worker's Compensation:** If either the contractor or the owner will have employees performing part or all of the work for the project, a **Certificate of Worker's Compensation** must be filed with the Contractors State License Board (CSLB).

**Owner/Builder Declaration:** If the property owner is doing all the construction work or will be hiring workers without employing a licensed contractor, it is an "owner/builder" project and the owner builder declaration must be signed. The owner/builder declaration waives licensing requirements for contractors and indicates the property owner will be carrying the worker's compensation insurance should any workers be hired. There is also a box to be checked if the owner is exclusively hiring licensed contractors. The owner or an agent of the owner who shows proof (via a notarized letter) that he/she is authorized to pull permits for the owner can sign this portion of the form. Owner/Builder permit application must be accompany by "Owner/Builder Declaration Form" through the CSLB available at our office.

**Applicant Signature:** This statement may be signed by the contractor, owner, or owner's agent.

## **IX. RETAIN YOUR PAPERWORK**

Your permit copies, receipts, approved plans and inspection record card are important documents, and shall be available at the job site for inspections during construction. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference. When work is completed and approved and the certificate of occupancy is issued, the certificate must remain posted until removed by the building official.

**X. Please Note:** Once plans have been approved, the inspectors will look for approved plans to be on site, as required by the code. If the Construction does not match approved plans, corrections will be called for, or a revised plan will be requested, prepared by the architect and/or engineer of record.